

J O B O P P O R T U N I T Y

California Department of Veterans Affairs
"Veterans First"

Veterans Home of California, Yountville

AN EQUAL OPPORTUNITY EMPLOYER – EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THIS STATE. THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

CLASSIFICATION: **Automotive Equipment Operator I (6393)**
Full-Time, Permanent
\$2851.00 - \$3119.00

LOCATION: **Transportation**

FINAL FILE: **Continuous**

DUTIES & RESPONSIBILITIES:

Under direction of the Automotive Pool Manager I or designee: to perform the essential functions of the position, to operate, service, wash and make minor adjustments and repairs to passenger vehicles, trucks and other automotive equipment; transports passengers; loads, unloads and delivers laundry, ice, food, furniture, freight, gravel, rubbish and other materials; performs miscellaneous manual laboring which includes heavy lifting, including the ability to lift 100+ lbs, bending, walking, standing, sitting, twisting, squatting, kneeling, climbing and messenger service; keeps simple records. Responsible for the safe, secure and timely delivery of equipment, supplies, hot / cold food, soiled and clean linen, ambulatory and non-ambulatory residents, staff and visitors. The predominant duties for this position include, but are not limited to:

- Transportation of passengers includes (but not limited to) social functions, recreational events, medical appointments, both on and off grounds. Some drivers may have to follow a strict and precise timed schedule. It may be necessary for drivers to work 4, 10-hour days to acquire a forty-hour workweek.
- Documentation: drivers are responsible for documentation of passengers boarding, including categorizing of passengers, documentation of incidents on vehicles, pre and post operation check out sheets, mail delivery receipts, etc.
- Preventative maintenance: drivers will be responsible for checking and adding fluids to vehicle for proper operating practice, including fuel.
- Training: classroom and discussion training regarding safety, w/c securement, CPR, Defensive Driving, CHP and ADA requirements and regulations. Driver must be responsible to self inform, as well as think for direction in regards to safety.
- Other duties as related.

SPECIAL REQUIREMENTS:

Valid Class B Driver's License with Passenger Endorsement.

WHO MAY APPLY:

Applications will be accepted from individuals with permanent State Service in the class of Automotive Equipment Operator I, or working in a class eligible for lateral transfer, reinstatement or list eligibility to this class. Priority consideration will be given to candidates on the SROA list. Training & Development may be considered. Applications will be subject to screening and only the most qualified may/will be interviewed.

HOW TO APPLY:

Candidates should submit a State Application (Std. 678), copy of class B Driver's License with Passenger Endorsement and resume to:

VETERANS HOME OF CA – YOUNTVILLE
HUMAN RESOURCES – TESTING UNIT
110 CALIFORNIA DRIVE
YOUNTVILLE, CA 94599-1414

INQUIRIES:
VOICE: (707) 944-4550
TDD: (707) 944-4560
www.cdva.ca.gov

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